



AUTHOR GUIDELINES

For Publishing With
UNITEN PRESS

TABLE OF CONTENTS

1.0	INTRODUCTION.....	3
2.0	APPLICATION FOR PUBLISHING.....	4
3.0	MANUSCRIPT PREPARATION.....	4
4.0	A COMPLETE MANUSCRIPT	5
5.0	MANUSCRIPT SUBMISSION.....	6
6.0	COPYRIGHTS ISSUE	6
7.0	ROYALTY POLICIES	6
8.0	PUBLICATION PROCEDURES WITH UNITEN PRESS.....	7



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1.0 INTRODUCTION

UNITEN Press is established with the goal of providing services and an avenue for academic publications towards encouraging the academic staff to produce original works for teaching and learning purposes and for reading materials to the general public.

Submitting authors are advised to follow the below guidelines when preparing manuscripts to be submitted to UNITEN Press.

Publication of original book at UNITEN Press can be categorised as:

(a) Research Book

Research books are publications based on research findings that can be developed as well as contribute to the development of a certain field. They are based on sound research work and are established with new findings. The contents of these books are implanted with complete data-scientific methods with critical analysis, clear and convincing arguments, and are well documented according to formal and standard structures.

Scientific exercises from these are some of the research findings that are suitable to be published as research books after they have undergone specific processes.

There are several different types of research publications:

- Authored Book** - A book is a scholarly written manuscript based on research, experiment, scholarly literature or standard of practice that can be applied in its discipline. The book is written by a single author or co-authors.
- Edited Book** - A collection of unpublished academic articles or chapters written by different authors on the same subject or theme.
- Proceeding** - Collection of reviewed seminar or conference papers published during or after the conference.
- Policy Paper** - A research piece focusing on a specific **policy** issue that provides clear recommendations for **policymakers**.

(b) Textbook/Manual/General Book

Text Books are books about a subject that are used by lecturers and students as teaching and learning materials that contain explanations, notes, discussion, exercises and sample answers to help the student better understand the subject.

General Books are reading materials regarding general contents and may appeal to the general public (masses).

2.0 APPLICATION FOR PUBLISHING

- An author who is interested to produce an original work is recommended to submit an application to UNITEN Press beforehand by presenting the proposed title, list of contents, and writing plan schedule.
- Please fill in **Form 01- Book Proposal Form** and submit it through email to unitenpress@uniten.edu.my.
- Authors are advised to submit a draft manuscript for initial evaluation and review by the Publication Committee.
- This information is required to allow UNITEN Press to ascertain that there is no duplication with other titles that are already in the publication process or have been published by UNITEN Press.
- The Publication Committee will review the book proposal and determine whether the book is publishable or not.
- Upon receiving the approval and notification to submit a manuscript from the Publication Committee, the author may begin preparing a complete manuscript to be submitted to Uniten Press.

3.0 MANUSCRIPT PREPARATION

- Authors are required to submit ONE (1) softcopy of a complete manuscript online in Word format.
- Authors are encouraged to use Word (the latest version).
- The manuscript must be typed using size A4 paper, 1.15 spacing and double-sided printed.
- The following guidelines are applied for manuscript preparation:

Minimum words for book publication: 25,000 words

No. of pages : Minimum 50 pages with at least 70% must be in text and not more than 30% in images/figures/diagrams/slides.

Preferably between 100-300 pages and if less than 100 pages then the book will be published as ebook version only.

Abstract: 50 -100 words

Keywords: 6 words

- Keywords are used by abstracting and indexing services; choosing the right ones can increase the chances of your book being found by other researchers.

Font Format: Times New Roman 11 or Arial 10

Spacing: 1.15 spacing

One column page writing

Margin text :

Top: 1 in (2.5 cm)

Bottom: 1 inch (2.5cm)

Right: 1 inch (2.5cm)

Left: 1 inch (2.5 cm)

Formula and Equation: Mathtype format

Figures and tables: Labelled and embedded in the text.

Diagrams, tables, and figures source files in jpeg or eps format must be attached separately.

- All illustrations such as photography, figures, charts, graphs, maps, and drawings can be submitted in either black & white or colour and can be presented separately from the text or embedded in the text

Attached: Author's biodata and photograph (jpeg format).

Business/Social Sciences should be in **APA Formatting Style**.

4.0 A COMPLETE MANUSCRIPT

- A manuscript is considered complete when it fulfils all requirements to become a book. Generally, a book contains three main parts, which are the Front Matters, Main Text, and Back Matters. Therefore, an author must ensure that the prepared manuscript contains all three parts.

a) Front Matters

The **Front Matters** should consist of (and according to the following order):

- The Book Title
- Dedication page (if any)
- Preface – should outline the aims of the book, how the chapters are organised and target readers
- Acknowledgement (if any)
- About the Author (for authored books)
or About the Editor/List of Contributors (for edited books)
- Table of contents

Every page of the front contents must be numbered with page numbers using lowercase Roman numerals, such as i, ii, iii, iv, v, vi, and so on.

b) Main Text

The **Main Text** is the materials between the Front Contents and Back Contents that may consist of sections, chapters, and subchapters.

Text pages must be given page numbers using Arabic numerals, such as 1, 2, 3, 4, 5, and so on.

c) Back Matters

The **Back Matters** contain the material that serves as a reference for readers to understand the text with more depth, which consists of (and according to the following order):

- Author's biography
- Appendices (if any)
- Notes (if any)
- List of terminology (if any)
- Glossary (if any)
- Bibliography/References (required)
For Chapter Book and Edited Book, the bibliography/references should be included after each chapter or article.
- Index with page number locator (required)

5.0 MANUSCRIPT SUBMISSION

- The complete manuscript submitted to UNITEN Press must consist of the whole material in its original printed form. The manuscript must be the final thoughts of the author in his/her writing and NOT a draft that will be modified afterwards.
- To expedite the publication process, the authors are advised to do the necessary proofreading to ensure the manuscript is free from any typographical and grammatical errors.
- Please submit online your softcopy of a complete manuscript in Word file as an attachment in **Form 02 – Manuscript Submission** via the google form available on the Uniten Press website at www.uniten.edu.my/unitenpress/
- Please upload together **Form 03- Copyright Transfer Form, Form 04- Manuscript Submission Checklist and Form 05 – Contract between Author and Publisher** via the google form of Form 02 (available on the Uniten Press website).
- All **Form 02, Form 03, Form 04 and Form 05** must be submitted through the Uniten Press website.
- Authors are also advised to submit a printed hard copy to Uniten Press office to expedite the editing process.

6.0 COPYRIGHTS ISSUE

- Permission from the copyright holder (usually the publisher) is required if excerpts from copyrighted works (including websites), such as published articles from the journal, book or conference, photos, figures, illustrations, tables, animations, videos, or text quotations are included in the manuscript.
- It is the author's responsibility to ensure that his or her submitted work does not infringe any existing copyright.
- Therefore, the author is obliged to obtain permission from the copyright holder for both the print and online format before submitting the manuscript, unless they can be used without permission under a copyright exception.
- Please use the **Permission Request Letter** as attached together in **Form 03- Copyright Transfer Form** of Uniten Press to obtain permission to reproduce or adapt copyrighted material and to provide evidence of approval upon submitting the final version of a manuscript.

7.0 ROYALTY POLICIES

- The Uniten Press publisher will pay the Author a royalty of 15% of net sales revenues on the first 201 copies of ebooks and paperbacks that are sold and paid for.
- Revenues from the first 200 unit sales of ebooks and paperback are used to partially offset the publishing and marketing costs.
- The Author can purchase from UNITEN Press his printed book at the special discount rate of 40% for his own distribution subject to a minimum amount for a print of 50 copies each. However, the royalties are not paid on copies purchased by the Author at the special discount rate.
- Royalties will be allocated evenly in the event of any co-authors unless otherwise agreed upon in writing.
- An annual accounting of sales shall be made by the Publisher after 12 months from the publication date and each year thereafter.
- The annual accounting of sales will be sent after March of that year.
- Royalty statements will be issued to the corresponding Authors followed by corresponding payments in April within the same calendar year.

Any queries regarding the submission please email to: unitenpress@uniten.edu.my

8.0 Publication Procedures with UNITEN Press

